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**CARTOGRAPHY DIVISION**  
**GEOGRAPHIC RESEARCH AREA**

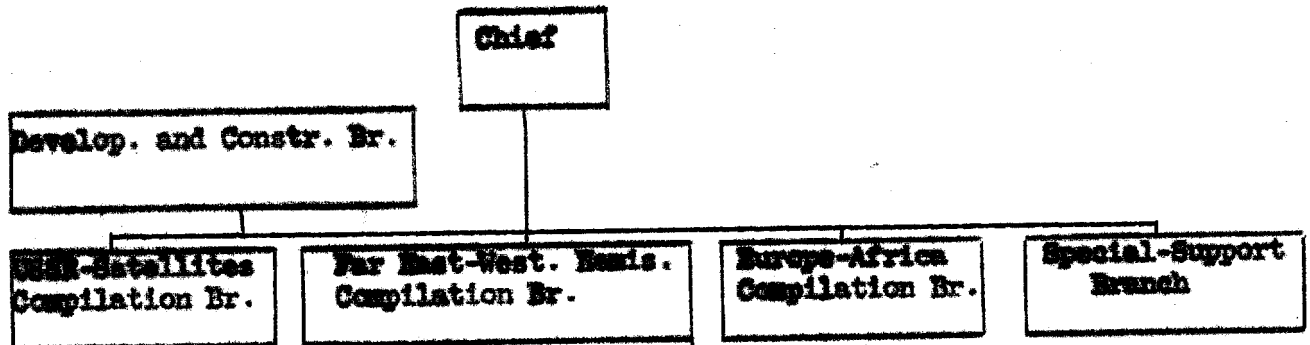
**I. INTRODUCTION**

Cartography Division (D/OC) is the responsible agent in the CIA for the production of all maps, charts, and cartograms for finished intelligence and operational use. Specifically, it produces graphics for research reports, estimates, clandestine operations, and the SIS Program; in addition, it initiates maps to fill intelligence gaps, and provides basic cartographic support for the Department of State and other IAC agencies as required. It is the largest cartographic group in the U. S. Government producing special-subject maps. D/OC should be distinguished from the Map Library Division (D/ML), which functions as a reference library of maps of foreign areas, and the Presentation Division, Production Staff (CS/P) of OGI, which is concerned with visual aids. All units of D/OC are in Building 11 with the exception of Special Support Branch, which is located in Room 2040 "N" Building. The office of the Chief of D/OC is Room 101, Building 11.

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## II. ORGANIZATION



## III. FUNCTIONS

### A. Compilation Branches

These branches plan, design, research, conduct liaison, and prepare manuscript maps and technical specifications for all maps treating their region of responsibility. A professional competence in geography, cartography, and the map applications of intelligence research is required of assigned personnel.

### B. Development and Construction Branch

This branch accomplishes the technical production of all maps, charts, and cartograms undertaken in D/OC, including application of projections and scales, drafting, terrain-rendering, chart and graph design, reproduction control, and technical research in cartographic methods and techniques. In addition, the branch conducts all working

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liaison concerned with the design and compilation of charts and cartograms. A professional competence in geography, in addition to training in the technical skills of map production, is required of most assigned personnel.

C. Special Support Branch

Provides complete cartographic support to the CIA Special Center for projects incorporating sensitive materials. Operates independently of the rest of D/GC except for general supervisory control.

IV. USE OF SERVICES

A. Channels

Requesters should use the established channels in their respective offices when they ask for cartographic and chart support. Requesters in the Economic Research Area (ERA) should refer all such requirements (including NIS maps) to the Publications Staff (St/PB) for transmittal to D/GC. St/PB will also direct ERA requesters to the proper personnel in D/GC and make arrangements for appointments.

B. Procedures

The requester is responsible for making efficient use of the services of D/GC. Requesters should be aware that the time element is especially vital in the production of maps. It takes six weeks to

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prepare an average map, three to prepare a chart. As soon as the requester determines his need for cartographic support and has adequate data compiled, he should levy his requirement; it is not desirable or advisable to wait until a report is finished.

Prior to levying a requirement, the requester should review the maps, charts, and cartograms already produced by D/GC; a complete file of these is available for reference in D/GU. Such a review will not only familiarize the requester with the kind of products produced but will also acquaint him with the maps and charts that have been produced on his subject or area of interest. In addition, the review may help the requester to define his own cartographic requirement more precisely. It is advisable for the requester to have an exploratory conference with the appropriate cartographer before levying his requirement; such meetings should be arranged through proper channels. At such a meeting, the requester should define his objective, the main theme of the graphic presentation, and together with the cartographer discuss a suitable method of presentation. The requester should make certain that the data transmitted to the cartographer are legible, accurate, and complete, and that necessary deadlines are indicated.

Following receipt of the requirement, D/GC will schedule production of the map or other graphics, and will maintain working liaison with

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the requestor as the project goes through the necessary steps of compilation, construction, and reproduction.

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